

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. M-37

PAGE
NO. 1 of 3

RECORDS RETENTION AND DISPOSAL SCHEDULE

City of Greenbelt

Administrative Services

AGENCY

DIVISION

Item No.	Description	Retention
	<ul style="list-style-type: none">- Collects and accounts for all city revenues. Processes and accounts for all disbursements. Conducts financial analysis of city financial status and makes financial projections.- Prepares city budget and related material.- Manages personnel affairs and accounts, wage scales, personnel files, benefits, administers personnel policies, assists in hiring and separations.- Manages purchasing operations according to city laws and procedures, assists in the preparation of bids, advertising, screening bidders and recommending award of contracts.- Invests temporary idle funds according to city and state laws.- Follows Federal, State and County legislation and advises of potential impacts of such legislation and makes recommendations as to city position, assists in framing of city legislation. <p><u>Accounting Records</u></p> <p>The Administrative Services Department has proposed to retain the following records for the period specified and/or until audited by an authorized external auditor.</p> <p><u>A GENERAL ACCOUNTING RECORDS</u></p> <p><u>TYPE OF RECORD</u></p> <ol style="list-style-type: none">1. Real Estate Taxes Certified.2. Senior Citizen Tax Credit.3. Carbon copies of Real Property tax bills.4. Alphabetical Real Property file (replaced by new type card).5. Charlestowne Village tax refunds.6. Real Property tax refund (Correspondence on G.H.I. Homes protest action).	<p>Retain for 5 years after audit requirements have been fulfilled then destroy.</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

4/12/90 B. R. Bryl Dir. of Admin.
Date Signature Services

4/12/90 Shirley
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. M-37

PAGE
NO. 2 of 3

Item No.	Description	Retention
7.	Personal Property tax correspondence.	Retain for 5 years after audit requirements have been fulfilled then destroy.
8.	Cash Entry (C.E.'s)	
9.	Treasurer's Receipts.	
10.	Cancelled checks.	
11.	Check copies.	
12.	Bank statements.	
13.	Miscellaneous Accounts (bank statements and cancelled checks for General & Payroll Fund).	
14.	Bonds and coupons.	
15.	Cash Transmittal Reports.	
16.	Transfer of Funds.	
17.	Cash Reconciliations.	
18.	Monthly & Quarterly Financial Reports.	
19.	Financial Reports.	
20.	Budget memos (transfer of funds).	
21.	Budget records, papers, work sheets.	
22.	Purchase orders.	
23.	Vendor cards.	
24.	Payroll Journal.	
25.	Deduction Register.	
26.	Time Sheets.	
27.	Time cards.	
28.	Leave slips.	
29.	Error diagnosis and transaction journal.	
30.	Distribution of dollars and hours.	
31.	Payroll checks.	
32.	Form W-2 (Amount of wages earned).	
33.	Social Security Quarterly Reports.	
34.	Compensation rates.	
35.	Personnel Action reports.	
36.	Hospitalization contracts/correspondence.	
37.	Hospitalization enrollment announcements.	
38.	Misc. insurance information.	
39.	Workers' Compensation reports.	
40.	Form W-4 (information form).	
41.	Maryland Retirement Systems Reports.	
42.	Retirement (memos-correspondence).	
43.	Volunteer Work Program.	
44.	C.E.T.A. correspondence file.	
45.	Employee Withholding Certificates.	Maintain currently active records, destroy others.
46.	Employee Appeals.	
47.	Police Transmittal Report (funds received).	Retain for 5 years after audit requirements have been fulfilled then destroy.
48.	Flagging list (traffic violations).	
49.	Fines (traffic violations).	
50.	Parking violations (out of state).	
51.	Vehicle Records (cost of operation).	
52.	Gasoline tickets.	
53.	Bus 1952 (daily log of operations).	
54.	Equipment repair time sheets.	
55.	Gasoline tickets (co-op).	
56.	Report of funds from Recreation Dept.	

RECORDS RETENTION AND DISPOSAL SCHEDULE

(CONTINUATION SHEET)

SCHEDULE
NO. M-37

PAGE
NO. 3 of 3

Item No.	Description	Retention
57.	Trader's licenses.	Retain for 5 years after audit requirements have been fulfilled, then destroy.
58.	MD Gasoline Tax refund.	
59.	Waste Collection Fee Credit (for elderly).	
60.	Rent Relief Credit (for elderly).	
61.	Bike Logo (Bicycle applications).	
62.	Equipment record.	Maintain for current equipment, destroy all others.
<u>B SPECIAL ACCOUNTING RECORDS</u>		
63.	Real Property Assessment Tax Roll	Permanent record to be micro-filmed. Destroy the paper copies listed after verification of film and retain micro-film as permanent record. Send copy of microfilm to MD State Archives for preservation.
64.	Personal Property Tax Roll	
65.	General Fund Ledger	
66.	Replacement Fund Journal	
67.	Cash Receipts Journal	
68.	Encumbrance Journal	
69.	Expenditure Journal	
70.	Budgets	
71.	Audit Reports	
72.	Insurance Policies	
73.	Personnel Record Cards	
74.	Personnel Files	
75.	G.O. Supporting Bond Documents	
76.	Check Register	
77.	Earnings Register	
78.	General Ledger Journal	
<u>C OTHER RECORDS</u>		
79.	Revenue Sharing	Retain for 5 years after audit requirements have been fulfilled, then destroy.
80.	Public Works Grant	
81.	Youth Service Bureau Grant	
82.	Public Employment Program	
83.	Performance Bond	
84.	Public Works Grant Applications.	